



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

**Meeting Date:** June 28, 2017

**Place:** CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

**Present:** Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, David Moore, Renee Greenland, and John Earl

**Absent:** Scott Beard and Bob McClyman

**Unexcused Absence:** None

**Staff Present:** Chris Utley, Kari Labansky, Wendy Schneider, Jeff Housker, Jim Dahkle, and Susan Halbach

**Guests Present:** Jean Christensen

### Opening

1. John Earl called the meeting to order. Roll call was taken with 13 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by David Moore to adopt the June 28, 2017 meeting agenda. Seconded by Donna Maly. Passed unanimously.  
**MOTION CARRIED.**

John welcomed staff including Chris Utley, Kari Labansky, Wendy Schneider, Jeff Housker, Jim Dahlke, and Susan Halbach. He also welcomed guest, Jean Christensen.

Motion was made by John Wenum to adopt the April 26, 2017 meeting minutes. Seconded by Charlie Krupa. Passed unanimously.  
**MOTION CARRIED.**

2. **Board Member Elections**

John Earl turned the meeting over to Fred for election of officers. After discussion, motion was made by Muriel Harper to change the order of business and re-appoint Low-Income representatives and Special Interest Group representatives prior to election of officers. Seconded by Donna Maly. Passed by unanimous voice vote. **MOTION CARRIED.**

*Re-appointment of Low-Income Representatives and Special Interest Group Representatives:*

Motion was made by David Moore to re-appoint Low-Income Representatives including Sandy Wormet, Adams County; John Atkinson, Columbia County; Stacy Ewert, Dodge County; Dave Singer, Juneau County; and Renee Greenland, Sauk County; and Special Interest Group Representatives including Joy Casperson-Education, Adams County; Scott Beard-Major Minority, Columbia County; Muriel Harper-Volunteerism, Dodge County; Charlie Krupa-Building, Juneau County; and John Earl-Economic Development, Sauk County. Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

*Election of Officers:*

John Earl passed the meeting over to Fred for Election of Officers. Fred asked board members to review Officer Nominations presented in the board packets and reminded them that nominations could be accepted from the floor. The two nominations received for Board President were John Earl and Dave Singer. Dave Singer respectfully declined. David Moore moved that nominations be closed and a unanimous vote be cast for John Earl as Board President. Seconded by Donna Maly. With no further discussion, motion passed by unanimous voice vote. **MOTION CARRIED.**

Fred congratulated John and passed the meeting back to him.

John continued with the Board Vice-President election. The nominees were Charlie Krupa and Donna Maly. Donna Maly respectfully declined. Motion made by David Moore that nominations be closed and a unanimous ballot be cast for Charlie Krupa as Board Vice-President. Seconded by Renee Greenland. With no further discussion, motion passed by unanimous vote. **MOTION CARRIED.**

John announced that the nominations for Board Secretary were Muriel Harper and Sandy Wormet. Sandy Wormet respectfully declined. Motion made by David Moore that nominations be closed and a unanimous ballot be cast for Muriel Harper as Board Secretary. Seconded by Renee Greenland. With no further discussion, motion passed by unanimous vote. **MOTION CARRIED.**

John announced that nominations for Board Treasurer were Dave Singer, Renee Greenland, and Donna Maly. Renee Greenland and Donna Maly respectfully declined. With no further nominations from the floor, David Moore made a motion that nominations be closed and a unanimous ballot be cast for Dave Singer as Board Treasurer. With no further discussion, motion passed by unanimous vote. **MOTION CARRIED.**

John reminded board members that one person will be asked to serve as fifth member of the EPF&A Committee. Motion was made by Dave Singer to nominate Donna Maly as fifth member of the EPF&A Committee. Seconded by Charlie Krupa. With no further nominations or discussion, passed unanimously. MOTION CARRIED.

John declared the elections complete with John Earl elected as Board President, Charlie Krupa as Board Vice-President, Muriel Harper as Board Secretary, Dave Singer as Board Treasurer, and Donna Maly as fifth member of the EPF&A Committee.

3. President's Comments

John thanked the board for their confidence in him and for the re-election as Board President. Fred will update the board on building activities. Thanks to Kari and her staff for their work on our 2016 Financial Audit; Jean Christensen will be here to present the audit today. John invited all board members to attend the EPF&A Committee and all are welcome to join the PBP Committee at any time.

4. Executive Director's Report

Fred congratulated board members on their re-appointments and officer elections and expressed appreciation for all board members including their support, knowledge and commitment to him and the agency. Jean Christensen will be presenting our 2016 Financial Audit Report today; thanks to Kari and her staff for all their hard work. Board members are welcome to visit the agency, Fred, and staff at any time. One of our agency goals is program expansion which happened with the City of Eau Claire Section 8 contract; we continue to search for new opportunities. We also have contracts with a few other food pantries out of our network, however with the agreement of our sister Community Action Agencies. The South Central Workforce Development Board has offered an opportunity for a Program Specialist position providing out of school youth with needed referrals for services. State representatives who attended the WISCAP quarterly meeting expressed bi-partisan support for the federal budget, so we don't expect any drastic changes. Fred mentioned how fortunate we are to have Chris Utley at our agency as he is recognized as one of the top Weatherization Managers in the State. We will be receiving a check from the Badgerland Jet Pilots again this year; to date they have raised almost \$20,000 for the Wisconsin Dells Food Pantry. Brakebush has recently donated another \$5,000 and Kwik Trip has donated \$1,000 for our Adams Food Pantry. The Golf Classic went well raising almost \$14,000. We are applying for another \$75,000 grant from the National Exchange Bank for Crisis Assistance; their board will meet in August.

5. Budget & Finance Report

No Report

6. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of May 12, 2017. Charlie Krupa called the meeting to order. Roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the March 10, 2016 PBP Committee meeting minutes. Joy and Dale presented an update on our buildings. Our electrician will be providing electrical upgrading in our Beaver Dam building. Fred mentioned the possibility of eliminating our Section 8 based vouchers from Wyona Lake and Kenwood Apartments. The John Wenum Family Apartments is progressing well; the final State HOME contract was received and the Grand Opening scheduled for September or October. Committee members discussed a conference call held recently with State of WI RHD staff regarding our application for Charlie Krupa School View Senior Village. The Village of Necedah is very supportive providing property and obtaining a CDBG grant to help with infrastructure. Committee members discussed future apartment development and Fred mentioned the possibility of doing a HUD 811 grant project. We are waiting for information on a foreclosure property through National Community Stabilization Trust which we would purchase through our Neighborhood Stabilization Program. All board members are invited to the 18<sup>th</sup> Annual CWCAC Golf Classic being held on June 8<sup>th</sup> at Trappers Turn. Muriel provided an update on Homeless Issues with many fundraisers being held for the homeless shelters in Beaver Dam. Fred mentioned the Harvest Church donated their time to paint at our Beaver Dam building and Brakebush has donated another \$5,000 to our Adams Food Pantry. The next meeting will be held on Friday, July 14, 2017.

Motion was made by David Moore accept the PBP Committee Report of May 12, 2017. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of May 12, 2017. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the April 7, 2017 EPF&A Committee meeting. No personnel issues to report. Kari presented the Statement of Revenues and Expenditures for the period ending March 31, 2017 reflecting \$1,762,828.73 in revenues and \$1,819,159.57 in expenditures. The CSBG Grant is currently 15% spent. An offer to purchase was made on Dells Lot #2 in the amount of \$150,000. Committee members agreed that an attorney review of the transaction should take place. National Organizational Standard 9.3 requires the agency to present an analysis of the agency's outcomes within a 12 month period to the board for their

review and action if necessary. Rose Merrett presented the Client Satisfaction Survey Results from January through April of 2017 which will be presented to the full board. Motion passed by unanimous vote to accept the report with many thanks to Rose for her hard work. National Organization Standard 6.5 requires the agency to present an update on progress towards meeting goals of the strategic plan within the past 12 months. Fred presented our current Strategic Plan for review and further discussion at the next EPF&A Committee meeting. Committee members discussed a conference call held recently with State of WI RHD staff regarding our application for Charlie Krupa School View Senior Village; hopefully the State will review our application later in the year if funding becomes available. Committee members discussed future apartment development. The next meeting will be held on Friday, June 9, 2017.

John Earl asked board members to review the EPF&A Committee report of June 9, 2017. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the May 12, 2017 EPF&A Committee meeting. Motion passed by unanimous vote to go into Closed Session. The committee resumed in Open Session by unanimous vote. Kari presented financial spreadsheets for our John Wenum Family Apartments Federal Home Loan Bank grant application. We expect closing soon on Dells Lot 2. The foreclosure home in Beaver Dam being offered through the National Community Stabilization Trust was not purchased due to its very poor condition. Fred presented a copy of the Agency Strategic Plan for review and discussion at the July EPF&A Committee meeting. The Bank of Wisconsin Dells contacted Fred regarding a property for sale in Adams which he will check into. Fred mentioned that we obtained an MAI Report for our John Wenum Apartments Project. Motion was made by Muriel Harper to approve the motion which reads, "*WHEREAS*: Property described as Lot #2, Columbia County Certified Survey Map #4359, Volume 30, Page 114, City of Wisconsin Dells Tax Parcel ID#11291.716.02, 5.57 acres was purchased by Central Wisconsin Community Action Council, Inc. on April 8, 2016; and *WHEREAS*: Central Wisconsin Community Action Council, Inc. has found a potential buyer for the property; and *WHEREAS*: The sale price of \$150,000 is favorable, *Now there for let it be resolved*: That Central Wisconsin Community Action Council, Inc. Board of Directors approves sale of the property at the purchase price of \$150,000; and further *Resolve*, that authority be vested in the President and/or the Executive Director to sign all necessary and required documents for the sales transaction." Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED. Motion was made by Charlie Krupa to approve the motion which reads, "Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor & tribute we pay to our Country's freedom; the Board of Directors declares our extended Fourth of July Holiday Celebration by inclusion of July 3<sup>rd</sup> to be an agency holiday this year, 2017." Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED. John reminded committee members to turn in their

Board Election Nomination Forms. The next meeting will be held on Friday, July 14, 2017.

Motion was made by Donna Maly to accept the EPF&A Committee Report of May 12, 2017. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

Motion was made by John Wenum to accept the EPF&A Committee Report of June 9, 2017. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

7. John welcomed Jean Christensen of WIPFLI who presented our 2016 Financial Audit results. The report on compliance of our major programs included Weatherization Assistance, Low-Income Home Energy Assistance, and Commodity Food Program. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action Agencies across the United States. Our revenues were at 8.2% and expenses at 7.6%. The agency only spends 2.6% on management and general expense; which is lower in comparison to other Community Action organizations. This means that 97.2% of funding goes out to serve clients. We currently operate 13 programs with Weatherization at 22.67% of total expenses. Total revenue in 2016 was \$7,663,780 and total expenses were \$7,649,687. Net assets at the beginning of 2016 were \$5,878,482 and at the end of 2015 were \$5,892,575. The Statement of Financial Position reflected a slight decrease in total assets of \$9,161,418 compared to \$9,232,357 in 2015. Expenditures for 2016 were at approximately \$7.6 million. Unrestricted net assets reflected a substantial increase to \$70,761 compared to \$24,875 in 2015; WIPFLI's suggested guide is that unrestricted net assets should be between 5% and 10% of expenditures, with 50% of unrestricted net assets in cash. Unrestricted net asset balance should be between \$380,000 and \$760,000. No Management letter was issued for 2016. Jean thanked Kari and the financial staff on the excellent job they did for the audit. The Board of Directors thanked Jean for her presentation, and staff and administration for all their hard work.

8. Program Reports  
a. Weatherization  
b. Homeless  
c. Hunger Reduction

Chris Utley presented the 2016 Program Year Savings Evaluation Results reflecting a very positive outcome. The original study done by the State had not captured the energy savings associated with fuel switching from electric to LP and natural gas. Fuel switching accounts for 50% of our energy savings which is higher than the state average. This comes from targeting customers with large families and electric water heaters and also customers with electric baseboard heat that can be converted to gas

heat. Mobile homes were targeted and it paid off as 47% of our completions were mobile homes; the state average is 14% of all completions. Also 38% of our completions had LP as the primary heating fuel which results in much higher dollar savings than natural gas. Statewide, 16% of completions were LP customers. Total clients served were 201 including 304 audits done and a service goal of 393. To date 140 freezers/refrigerators, 52 furnaces, and 84 water heaters were installed. John thanked Chris for a job well done and asked him to pass the message along to the crew as well.

Wendy Schneider presented the Homeless Unit Program Report. From January to May 2017, we served 395 individuals with a total cost of services at \$96,798. Letty's recent presentation to United Way went well. The homeless shelters received grants from Walmart in the amounts of \$2,000 and \$1,500. We were also awarded \$1,500 from an Alliant Energy grant that Craig submitted. "Weekend in the Park" is coming up on August 12<sup>th</sup> in Beaver Dam to raise money for the homeless shelters. At the end of July, Project Chance will be changed to Project Chance Rapid Re-housing. The Point-In-Time count will take place at the end of July. Project Homeless Connect, taking place in Columbia & Sauk Counties, will assist with free health screenings, vision checks, haircuts, and a meal; vendors will be on hand to share information about local resources available. The Jobs & Business Development and Skills Enhancement Contracts were both renewed.

John Earl reviewed the Hunger Reduction Program Report. In May, our 16 food pantries have served 3,808 households and 8,993 individuals including 274,343 pounds of non-USDA commodities. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, and Washburn, as well as the City of Eau Claire. We have 604 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. This provides 1,158 individuals with rental assistance. The monthly payables account came to \$246,787.55 which equals an average of \$408.59 per unit cost which is paid to the landlord and/or utility company. We also have 53 veterans vouchers through our VASH voucher program.

Motion was made by John Atkinson to accept the Weatherization, Homeless, and Hunger Reduction reports of June 28, 2017. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

9. Unfinished Business

Motion was made by Donna Maly to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2016 Financial Audit as presented by WIPFLI, LLP." Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

Motion was made by Dave Repinski to approve the resolution which reads, "**WHEREAS:** Property described as Lot #2, Columbia County Certified Survey Map #4359, Volume 30, Page 114, City of Wisconsin Dells Tax Parcel ID#11291.716.02, 5.57 acres was purchased by Central Wisconsin Community Action Council, Inc. on April 8, 2016; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. has found a potential buyer for the property; and **WHEREAS:** The sale price of \$150,000 is favorable, **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. Board of Directors approves sale of the property at the purchase price of \$150,000; and further **Resolve**, that authority be vested in the President and/or the Executive Director to sign all necessary and required documents for the sales transaction." Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

Motion was made by Muriel Harper to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Client Satisfaction Survey Results Report, dated December 1, 2016 to May 31, 2017, as presented. This report reflects compliance with National Organizational Standard 9.3 providing an analysis of the agency's outcomes or strategic program adjustments and improvements." Seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.**

Motion was made by John Atkinson to approve the declaration which reads, "Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor and tribute we pay to our country's freedom; the Board of Directors declares our extended fourth of July holiday celebration by inclusion of July 3<sup>rd</sup> to be an agency holiday this year, 2017." Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

10. **New Business**

Motion was made by David Moore to add the Borrowing Resolution for The John Wenum Family Apartments to the agenda under New Business. Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.** Motion was made by David Moore to approve the resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. in their pursuit to develop affordable housing received grant funding to support construction of a ten unit apartment complex, The John Wenum Family Apartments, in the County of Juneau, City of Mauston; and **WHEREAS:** Grant funds will support approximately 75% of development and construction costs; and **WHEREAS:** Property for the proposed building site is owned by Central Wisconsin Community Action Council, Inc.; and **WHEREAS:** All building plans have been completed and approved by the Building Committee and Board of Directors. **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc.



Board of Directors approves borrowing \$100,000 for the construction loan with an interest rate of 4.5% locked for one year and the balance being paid in full after construction completion, \$180,000 for the permanent loan with an interest rate of 4.95% locked for a period of three years based on a 25 year amortization and competitive rate throughout the duration of the loan, and closing costs from the Bank of Mauston to complete the funding necessary for the project; and further *Resolve*, that authority be vested in the President and/or the Executive Director to sign all closing documents necessary and required." After discussion, seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

Motion was made by Dave Singer to change the date of the EPF&A and PBP Committee meetings from July 14, 2017 to July 21, 2017. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

11. Next Meeting

Wednesday, August 23, 2017 @ 10:00 a.m.

12. Adjourn

John Earl declared the meeting adjourned.

Signed by:

  
Fred Hebert, Executive Director

June 29, 2017  
Date